

# City of Burlington

## Application Guidelines for Special Event Organizers

A “special event” is considered to be a pre-planned activity sponsored by an individual or group for the purpose of entertainment, celebration, cultural recognition, demonstration, competition, or other similar activity.

**A Permit Application should be submitted to the City of Burlington if one or more of the following applies to your event:**

1. The event will be held on City public streets, sidewalks, walkways, trails or on other publicly owned property,
2. The event interferes with normal vehicular or pedestrian traffic and/or requires the use of City services,
3. The event is on private property, but cannot be self-contained (i.e. parking spills over onto City owned public property) and/or requires the use of City services, and/or closure of City streets.

**Specific activities that require a permit include (but, are not limited to) the following:**

- Bike Races
- Bike/Walk-a-thons
- Block Parties
- Carnivals
- Fairs/Festivals
- Fun Runs
- Group Marches/Parades /Processions
- Parking Lot Auto Sales
- Relay Races
- Street Vendor Sales

### **TO APPLY FOR A SPECIAL EVENT PERMIT:**

- If your special event activity will **take place in or will include a City park**, a Special Event Permit Application should be submitted to the **Burlington Parks and Recreation Department**. See attached pages 2-6 for application guidelines.

**Burlington Parks and Recreation Department**

900 E. Fairhaven Avenue

Burlington, WA 98233

(Use East Entrance at Regence Street)

360-755-9649 or [BParks@burlingtonwa.gov](mailto:BParks@burlingtonwa.gov)

- Contact the **Burlington Planning Department** for permit information and application concerning activities that do not include use of a City park in your event plans.

**Burlington Planning Department**

833 S. Spruce Street

Burlington, WA 98233

(City Hall – First Floor)

360-755-9717 or [BPlanning@burlingtonwa.gov](mailto:BPlanning@burlingtonwa.gov)

## Burlington Parks and Recreation SPECIAL EVENT REGULATIONS

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We are pleased that you are considering the City of Burlington for your event location! The information contained within these pages has been developed in effort to make the process of event planning as comprehensive as possible and to help ensure clear communication between you, the Event Sponsor and the City of Burlington.

1. **APPLICATION.** If your **event will take place in or include a City of Burlington park\***, a completed Special Event Permit Application must be submitted to the Burlington Parks and Recreation Department at least (60) days prior to the desired event date. An initial application received within the (60) day timeframe may be disallowed by the City if it is determined that ample notice for the event has not been provided.

The Parks and Recreation Department is located at 900 E. Fairhaven Avenue, Burlington WA 98233. Business entrance is located off Regent Street. Applications may also be submitted via email to [BParks@burlingtonwa.gov](mailto:BParks@burlingtonwa.gov). Please feel free to contact Parks and Recreation with any questions you may have, (360) 755-9649.

*\*If your event does not take place in or include a City park, please contact the Burlington Planning Department for permit application: (360) 755-9717 or [BPlanning@burlingtonwa.gov](mailto:BPlanning@burlingtonwa.gov).*

2. **APPLICATION FEE.** A non-refundable \$35.00 Application Fee payable to the City of Burlington must be submitted with the permit application when one of the following describes your event:

- Your event is hosted within the City of Burlington for the first time;
- Your established event has not been hosted in the City in (2) or more years;
- The scope of your established event has changed significantly enough to warrant reexamination by the City.

Accepted forms of payment are Visa/MasterCard, checks payable to the City of Burlington or cash. Please note, when applicable, damage deposits are payable by check or cash only.

3. **LIABILITY INSURANCE.** A Certificate of Liability Insurance with Endorsement is required from the Event Sponsor which meets the following minimum requirements:

- A. The Certificate Holder/Additional Insured must be listed as follows:

**City of Burlington  
833 S. Spruce Street,  
Burlington WA 98233**

Specific departments or persons should NOT be listed as the Additional Insured.

- B. An **Endorsement Page** declaring “**Additional Insureds include the City of Burlington, its Elected Officials, Appointed Officers, Employees and Agents**” must accompany the certificate.
  - C. The liability insurance coverage must provide at minimum **\$1,000,000 per occurrence and \$2,000,000 General Aggregate.**
  - D. The City must receive the certificate of coverage and its endorsement page at minimum (14) days before event date. The City may revoke permit approval and cancel the event if this requirement is not met.
- Please note: Liquor Liability Insurance is also required with the policy if alcohol will be included in your event plans.

4. **APPLICATION REVIEW.** Your application will be forwarded to all departments within the City of Burlington so that each will have an opportunity to evaluate the various aspects of your event. Your application's last stop is the Office of the Mayor where a final review and determination will be made. Recommendations from departments are made with the chief concern being the safety and welfare of the Burlington community.

The City will endeavor to deliver a response regarding your application within (45) days of its submittal. The scope of your event and thoroughness of your application will largely dictate the speed at which the review process is completed.

Please note the City reserves the right to *withdraw permit approval* when it determines circumstances have arisen that jeopardize public safety or welfare. Additionally, the City will revoke permit approval when it has determined the applicant has submitted false, misleading or incomplete information in the application.

While composing your event application, we ask that you give consideration to the following:

- A. An event layout must be submitted with your permit application which details at minimum: locations of scheduled activities, emergency access route, vendors, waste dumpsters, portable restrooms, hand-wash stations, designated parking areas, first-aid stations and event headquarters. Remember to allow access for extra services that may be required for sanitation during the event.
- B. Event must provide adequate access for emergency vehicles.
- C. Event must provide sufficient services for the disabled.
- D. A security plan and traffic control plan may be required depending on the scope of the event.
- E. Vehicles used in and for the event will need to be identified on an inventory sheet and must meet safety standards required by law. Drivers of vehicles must obey all traffic laws.
- F. The Burlington Fire Department may require a Fire and Life Safety Inspection prior to the event's opening. The inspection will verify that:
  - ☐ Fire hydrants are unobstructed.
  - ☐ Street access is unhindered.
  - ☐ Booths that are using a heating appliance have an easily accessible, currently serviced fire extinguisher. Minimum size and rating = 2A10BC.
  - ☐ Propane tanks are certified, are secured and are not located within structures.
  - ☐ Camp-style cook stoves are not in use.
  - ☐ All electrical wiring has met electrical safety standards.

5. **RENTAL FEE.** A damage deposit and rental fee may be required when the event includes use of City buildings or facilities. Please refer to the applicable Facility Rental Regulations for complete information. Facility key(s) or other City owned equipment that has been used by the Event Sponsor during your event must be returned to the City on the first business day after close of the event. Damage deposits will be processed for refund within (4) weeks after close of the event if City property has been returned and left clean and undamaged. When applicable, any fees assessed for repairs, non-routine maintenance and/or additional services required from your use will be deducted from the damage deposit. Additional fees will be billed to the Event Sponsor if the cost is greater than the value of the deposit. An administrative fee may apply for cancellation or date changes once facility reservations are confirmed.

Accepted forms of payment are Visa/MasterCard, checks payable to the City of Burlington or cash. Please note: Damage deposits are payable by check or cash only.

6. **EQUIPMENT & SUPPLIES.** The Event Sponsor must provide all supplies and equipment needed for the duration of their event. Any exceptions to this stipulation must be noted on the Special Event Permit Application and agreed upon in advance and in writing by the City. The Event Sponsor will also be responsible for setup and prompt tear-down/removal of all supplies, decorations, and equipment.
7. **CLEANUP.** Cleanup of litter during and at the close of the event is the Event Sponsor's responsibility. Garbage must be hauled from the event site by the Event Sponsor promptly upon the conclusion of the event. Depending on the scope of the event, an additional dumpster may be required. Arranging for delivery and covering the expense of the dumpster is the responsibility of the Event Sponsor. Additional labor deemed necessary by the City due to inadequate setup and/or cleanup will be billed to the Event Sponsor.
8. **RECYCLING.** Washington State law requires a recycling program at any "...official gathering and sports facility in communities where recycling services are available..." (RCW 70.93.093). The law states that vendors who sell beverages in single-use aluminum, glass, or plastic bottles or cans are responsible for providing the recycling program at events. A recycling program includes the provision of recycle receptacles and provisions to transport & recycle the collected materials. Refer to Washington State Department of Ecology's website ([www.ecy.wa.gov](http://www.ecy.wa.gov)) for complete information regarding the law or phone 1-800-RECYCLE.
9. **INFLATABLES & AMUSEMENT RIDES.** If a "bouncy house", inflatable device, rock-climbing wall, or other type of amusement ride will be erected at the event, the City must also receive from the structure's owner a Certificate of Liability Insurance which names the City of Burlington as an "Additional Insured". (Refer to item #3 of these regulations for detail on the minimum insurance coverage and certificate requirements). A current copy of the owner's Labor & Industries (L&I) operating permit must also be provided to the City for some types of amusement rides. A valid operating decal provided by L&I must be displayed on the structure in plain view of the public.
10. **ALCOHOL.** The service of alcohol is permitted within select indoor facilities only. Alcohol consumption is prohibited at the City's outdoor venues unless a Temporary Beer / Wine Garden Permit has been approved. The Event Sponsor may seek permission for beer and/or wine service at an outdoor venue by submitting a "Temporary Beer / Wine Garden Permit Request" with your event permit application at least (60) days prior to the event. The request will be forwarded with the Parks and Recreation Director's recommendations to the Office of the Mayor and City Council for final determination.

The service of alcohol, whether indoor or outdoor, will necessitate the inclusion of *Liquor Liability Coverage* in addition to the requirements stated in item #3 of these regulations regarding Certificate of Liability Insurance. The State of Washington will require a permit/liquor license also. The permit/liquor license is purchased directly from the Washington State Liquor Control Board (WSLCB). Contact the WSLCB for to determine the appropriate license for your event, (360) 664-1600.

You may also visit WSLCB's webpages for more information regarding *Special Licenses and Permits*: <http://www.liq.wa.gov/licensing/special-licenses-and-permits>.

Approval of your event's Temporary Beer / Wine Garden Permit Request will be contingent upon the City's receipt of your Certificate of Liability Insurance with Liquor Liability Coverage and the WSLCB Liquor License. This certificate and license must be submitted to the City of Burlington at least (14) days prior to event date.

11. **PORTABLE RESTROOMS.** Additional portable restrooms and/or hand-wash stations required to service the event will be arranged by the City in advance of the event. The expense will be paid by the Event Sponsor. A list of current rates for portable restrooms can be found on page-6.
12. **VENDORS/CONCESSIONAIRES.** Food or retail vendors will be required to purchase a Vendor Permit from the Burlington Parks & Recreation Department. The permit fee must be paid no later than (14) days prior to the event date. Additionally, food vendors must provide copy of their valid Skagit County Health Permit to the City. Any conditions imposed by the City of Burlington should be considered supplemental to food handler requirements of the Skagit County Health Department. Please contact the Health Department at (360) 336-9380 or [health@co.skagit.wa.us](mailto:health@co.skagit.wa.us) to receive full disclosure of their mobile food vendor requirements. (The Permit Fee Schedule for vendors can be found on page-6.)
13. **AMPLIFIED SOUND.** Sound amplification is permitted at City facilities between the hours of 10:00 a.m. and 10:00 p.m. for which a permit has been issued by the City (or between 10:00 a.m. and 11:00 p.m. within the Community Center building on a Friday or a Saturday). Please refer to Burlington Municipal Code (BMC) Chapter 8.14 for all provisions governing noise abatement within City limits. BMC Section 8.14.060 addresses specific provisions with relation to sound amplification at special events. The BMC can be accessed from the homepage of the City of Burlington's website at [www.burlingtonwa.gov](http://www.burlingtonwa.gov): select "*I Want To*", (View), then "*Municipal Code*".
14. **CITY STAFF/ SECURITY.** The presence of City staff and/or Security Guard may be required during the active hours of the event. If deemed necessary by the City, these services will be arranged by the Parks and Recreation Department with the expense paid by the Event Sponsor. The scope or circumstances of some events may necessitate the presence of an off-duty Burlington Police Officer(s). The Officer(s) would be scheduled and paid by the Event Sponsor. For scheduling, contact the Burlington Police Department at (360) 755-0921.
15. **RAILROAD CROSSINGS.** Burlington Northern Santa Fe Railroad (BNSF) operates dozens of shipping spurs throughout Skagit County. Several of these bisect primary City thoroughfares such as Burlington Boulevard, Spruce Street, Greenleaf and Fairhaven Avenues. Contacting BNSF to verify schedules well in advance of the event is strongly recommended since an unanticipated train crossing may dramatically alter the event's outcome. BNSF Bellingham office: (360) 922-1477 or Everett office: (425) 304-6692.
16. **FLAGGERS.** The Event Sponsor is responsible for providing flaggers. Flaggers must meet certification requirements as set forth by Washington State Department of Transportation and Labor & Industries. The placement and removal of traffic control signs and equipment will be coordinated by the City.
17. **STREET CLOSURES.** A Street Closure Request Form must be submitted with your Special Event Application if the event will require closure of City streets. The Closure Request must be received at minimum (60) days before your event date. The request will be assigned to the first available City Council meeting agenda for approval determination. You will be notified of meeting date and will be responsible for presentation of request at the Council meeting.
  - **If closure request is approved, it is the Event Sponsor's responsibility to notify surrounding neighbors, residents, properties or businesses that will be affected by the closure as well as Emergency Services (i.e. 9-1-1), S.K.A.T and the Burlington-Edison School District.**

CITY OF BURLINGTON VENDOR PERMIT FEES	
PERMIT TYPE	PERMIT FEE
Standard Vendor Permit	\$80 per Event
Non-Profit Vendor Permit	\$40 per Event
Host Organization Permit	\$20 per Event
With City Utility Use	+\$30 per Day of Use

FEES FOR PORTABLE TOILETS		
PORTABLE TYPE	UNIT FEE	
Regular Unit	\$75 per Unit	Per Delivery, per Calendar Month
ADA Unit	\$125 per Unit	Per Delivery, per Calendar Month
Double Sink/Handwash Station	\$100 per Unit	Per Delivery, per Calendar Month
Regular Unit Extra Cleaning	\$15 per Unit	Per Service
ADA Unit Extra Cleaning	\$20 per Unit	Per Unit, per Service
Double Sink Extra Service	\$20 per Unit	Per Service
Hand Sanitizer Cartridge	\$15 per Cartridge	

FEE SCHEDULE (USD\$) - BURLINGTON COMMUNITY CENTER & COVERED PICNIC SHELTERS						
	RENT				DAMAGE DEPOSIT	
Community Center Rooms Available for Rent ( w/ occupancy):	Burlington City Resident Mon-Thurs	Non-Resident Mon-Thurs	Burlington City Resident Fri-Sun	Non-Resident Fri-Sun	Damage Deposit	Damage Dep. with Alcohol and/or Amplified Music
Community Hall Room (150)	\$180.00	\$275.00	\$225.00	\$340.00	\$250.00	\$800.00
with Warming Kitchen	\$250.00	\$345.00	\$295.00	\$410.00		
Multi-Purpose Room (100)	\$180.00	\$275.00	\$225.00	\$340.00	\$250.00	\$800.00
Crafts Room (30)	\$60.00	\$80.00	\$80.00	\$100.00	\$100.00	\$800.00
Conference Room (20)	\$40.00	\$50.00	\$50.00	\$70.00	\$75.00	\$800.00
Whole Center (300)	\$375.00	\$575.00	\$500.00	\$700.00	\$400.00	\$800.00
Covered Picnic Shelters Available for Rent:						
Maiben Shelter (East or West Half)	\$60.00	\$95.00	\$65.00	\$115.00	\$100.00	1011 Greenleaf Ave
Entire Maiben Shelter	\$100.00	\$150.00	\$120.00	\$200.00	\$200.00	
Horseshoe Pits Shelter	\$65.00	\$110.00	\$70.00	\$125.00	\$100.00	1720 Whitmarsh Rd
Rotary Shelter – No BBQ Available	\$50.00	\$75.00	\$55.00	\$90.00	\$100.00	821 S. Section St
Facility Monitor (City Staff)	Security Officer		Non-Profit / Governmental Organizations (with Fed or State ID)			
\$14.00 PER HOUR	\$20.00 PER HOUR		\$5.00 PER HOUR			
When required, staff and/or officer will be scheduled to arrive 30 minutes prior to anticipated guest arrival and to depart after all persons, including sponsor and cleanup crew have left the building.			An hourly utility fee may be paid in lieu of the standard rental fee for bonafide community-based non-profit or governmental organizations whose purpose is non-religious and non-political in nature. Conditions apply for qualification.			